

Supervisor's Responsibilities for Personnel Management

I. Employee as a Person

A. Off-job-problems

1. Know your employees = what are their personal situations and problems
2. Be alert to any sudden or radical change in behavior or habits
3. Know what resources are available in the Agency to assist employees with personal problems

B. On-job-problems

1. What are the interpersonal relationships among your employees.
2. Be alert to indications of dissatisfaction, disgruntlement - personality clashes, feuds etc.
3. Be alert to changes in work habits
4. Discipline: when and how
5. Know where to go for help

II. Employee as a Worker

A. Performance

1. How do you evaluate performance; correct deficiencies, discuss deficiencies with employees
2. How do you motivate employees to do their best
3. How do you recognize employees for good performance
4. What are the interpersonal relationships among your employees?

B. Development

1. What are the individual's talents? experience?

How can he be given opportunity to grow in present job. Have his major, or strongest qualifications & skills been identified?

Approved For Release 2001/07/31 : CIA-RDP80-01826R000300120060-4 "topped out?"

3. How to counsel employee who has "topped out"?